

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:

VACANCY ANNOUNCEMENT NO. 91-04

DATE:

September 23, 2004

POSITION TITLE : Chauffeur

LOCATION : American Consulate General Frankfurt, GSO/Motorpool

OPEN TO : All Interested Candidates

SALARY : - (Ordinarily Resident)
Position Grade: FSN-03 – EURO 24,609 p.a. (*)
- (Not Ordinarily Resident: EFM/MOH)
Position Grade: FP-BB – US\$ 18,944 p.a.
– position grade to be determined by Washington (*)
(*) Full Performance Level: The successful candidate will be hired at a lower grade level (Training Level) should s/he not meet all requirements of the position

SCHEDULE : Full-time, 40 hrs./week

OPENING DATE : September 23, 2004

CLOSING DATE : October 08, 2004 (close of business)

SECURITY REQUIREMENT : Selected candidate will be required to undergo both a medical and security clearance prior to employment

NOTE:

Non-German/Non-EU and American citizens, who are not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs), as defined below, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application for each position s/he is applying for.

Application Procedure: Interested candidates must submit either an "Application for Employment" DS 1950, or a current resume or curriculum vitae that provides the same information as on DS 1950. Both, "Application for Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

An Ordinarily Resident (OR) hired under the Local Compensation Plan (LCP) will be entitled to the following benefits:

7% Christmas Bonus calculated of the annual basic salary
5% Vacation Bonus calculated of the annual basic salary
Employees entering the USG service under the age of 45 will be enrolled in the Retirement Benefit Plan
Payment of Meal Allowance
Payment of Wedding and Birth Benefits
30 days annual leave for employees over the age of 30
German and American Holidays paid off

BASIC FUNCTION OF POSITION:

Incumbent is responsible for the safe and efficient operation of motor vehicles to transport official cargo and or passengers. Incumbent receives direct supervision from the Motorpool supervisor and daily instructions from the Motorpool dispatcher. As a primary responsibility, the incumbent will be under the direction of one or more employees of the Frankfurt Regional Diplomatic Courier Division to transport controlled diplomatic cargo within Germany and internationally.

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QUALIFICATIONS REQUIRED:

- **EDUCATION:** Completion of Secondary School is required.
- **EXPERIENCE:** At least two years of chauffeur or commercial driving experience is required
- **LANGUAGE:** Level II (limited knowledge) in English and Level IV (fluent) in German (read/write and speak) is required.
- **KNOWLEDGE, SKILLS, ABILITIES:**
 - Must possess **class II (now C1/C) driver's license** with no points within the past year, and no history of suspension or revocation.
 - Must have knowledge of German driving laws.
 - Knowledge of/or experience with border crossing and basic customs procedures are required.
 - Should be capable of performing minor maintenance on a variety of vehicles, including cargo trucks.
 - Must be tactful and polite at all times and available for international travel and possess, or be able to obtain valid international travel documents.

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, residency status and whether applicant has work permit, in determining successful candidacy. Employees serving a probationary period are not eligible to apply.

Submit Applications To:
American Consulate General
Human Resources Office
Siesmayerstrasse 21
60323 Frankfurt am Main

Point of Contact:
Fabian Bachmann
Telephone: 069/7535-3480
Fax: 069/7535-3477
www.usembassy.de/frankfurt

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

Drafted: MGT/HR: FBachmann Cleared: MGT/HR: CASTachowitz Approved: MGT: RCBryson
GSO: JKMoyer

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

An Equal Opportunity Employer

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